STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT
PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Senior Transportation Eng, CT	OFFICE/BRANCH/SECTION Office of System Management	
WORKING TITLE (Specialist) Statewide Active Transportation Data Manager	POSITION NUMBER 913-350-3161-917	EFFECTIVE DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT: **(PROVIDE A BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVER'S LICENSE.)** *RED TEXT ONLY APPEARS ON THE SCREEN*

Under the direction of the Chief, Office of System Management, the incumbent is responsible for planning, developing, and implementing the active transportation data program for the division of Traffic Operations. The incumbent also will be responsible for leading a project team from several divisions and programs to ensure proper planning and implementation of the active transportation data program. The incumbent must understand the federal and state mandates and regulations regarding active transportation data collection, analysis, quality, and reporting needs and schedules. The incumbent will also work regularly with relevant district counterparts to resolve data definition, collection, analysis, visualization, storage, and reporting issues. This work may occasionally require the incumbent to travel to Districts statewide for site visits.

CORE COMPETENCIES: **CLICK ON THE "VIEW COMPETENCIES" BUTTON TO SELECT CORE COMPETENCIES, GOALS, AND VALUES. AFTER SELECTIONS HAVE BEEN MADE, THEY WILL BE MERGED INTO THIS SECTION.**

View Competencies

As a Senior Transportation Eng, CT, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)[1] Job Description **(PROVIDE A DESCRIPTION OF DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. TO ADD ADDITIONAL LINES OF DUTIES WITH DIFFERENT PERCENTAGES, CLICK ON THE "+" BUTTON.)** *RED TEXT ONLY APPEARS ON THE SCREEN*

Percentage	E/M	Job Description	
40%	E	Perform program planning activities which include defining strategic locations where data collection is needed at both mainline and intersections; defining infrastructure needs; defining data gathering requirements; coordinate with Information Technology ongoing projects; finalizing data format; performing technology assessment; managing related pilot projects; coordinate with District 1 the statistical design and characterization of bike & ped census data; integrating big data; coordinating with Division of Local Assistance the development of the database to store the data; reviewing technology options; developing Budget Change Proposal, if needed to fund the program; and initiating the procurement process.	+ -
30%	E	Perform program executing activities which include: acquiring the detection and counting equipment; coordinate with the districts and the programs the installation of equipment; provide standards plans and specifications for the equipment, updating project initiation documents to include active transportation data collection	+ -
15%	E	Perform program management activities which include working with stakeholders; developing and implementing a communication plan; defining the scope, funding plan; manage the schedule, changes, and risk management.	+ -
10%	E	Perform program closeout activities which include documenting lessons learned, and completing system documentation and training	+ -
5%	E	Maintains a Project and Service Portfolio monthly to monitor workload and establish priorities. Develops, maintains, and updates a desk manual that helps train new employees, and serves as a reference tool for team members.	+ -

[1]ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
 MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
This position is non-supervisory, but may act in a lead capacity over transportation engineers.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must be a California licensed Professional Engineer.

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Knowledge:
Requires a broad knowledge of traffic engineering principles and practices. Knowledge of principles of traffic operations, various phases of transportation engineering and system planning, and engineering safe design of highways are required to meet program objectives. Knowledge of the methods, materials and equipment used in designing, constructing, maintaining and operating highways is required. Knowledge of Caltrans' major activity areas and organization; transportation economics and financing; various phases of transportation systems planning and engineering work; factors that influence the impact of transportation facilities on the environment, community and economy.

Must have knowledge and understand the Department's and Traffic Operations' mission, vision, strategic goals, policies, procedures, funding and financial constraints; strategic planning processes and techniques; performance measure development, implementation, and assessment; principles and practices of public administration, budgeting, personnel, planning, program management and evaluation.

Must be familiar with Federal standards relating to the complete streets and the sustainability programs Program. Must have knowledge of the formal and informal aspects of the legislative process, governmental functions and the organization at the state and local levels, and state, federal, and local laws and regulations that govern the Department and other agencies. Must have knowledge of program management, project management, health, and equal employment opportunity.

Abilities:
Must have the ability to analyze facts and data and from these develop recommendations, technical advice, prepare technical correspondence and complete comprehensive reports related to the improvement of highway. Must be able to communicate effectively, both orally and in writing (functionally and technically), with internal and external partners and stakeholders. Must have managerial and organizational abilities that include evaluating work quality and performance, and effectively planning and directing the work of others. Must have the ability to negotiate with internal and external partners on critical issues and be able to develop and maintain professional relationships. Must have the ability to analyze technical situations accurately and complete assignments with a limited timeframe. Must develop new and innovative ideas and recommend solutions for improvements and write clear and concise documents and reports. Ability to plan and deliver persuasive presentations and use a personal computer.

Analytical Requirements:
Must have analytical abilities to assimilate technical and procedural input from various sources, to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting the improving of mobility. Must reason logically and creatively using a variety of analytical and problem-solving techniques.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Responsible for developing and maintaining the active transportation data prgram, and keeping management appraised on program progress and effectiveness. Incorrect decisions could impact the Division of Traffic Operations in either delaying funding for critical projects and/or the expenditure of funds on low priority projects which could further result in impacting on the state highway system.
This position is responsible for making independent action and taking initiative to carry out the assigned duties. The incumbent will routinely provide data, reports and make final recommendations on changes in policies and procedure. Failure to carry out the responsibilities could result in:
• Incorrect counting of Active Transportation data.
• Negative impcat on Complete Streets Program.
• Loss of credibility and public confidence in Caltrans as a responsible public agency.
• Inability to quantify performance in meeting the Department's strategic goals and commitments.
Errors may have a significant impact on the internal and external operations of the Division of Traffic Operations, as well as the Department as a whole.

PUBLIC AND INTERNAL CONTACTS
This position routinely has contacts with a large number of people in Caltrans, in the Districts as well as Headquarters. In addition, this position responds to questions from the public regarding the analysis of the Department's active transportation data. It also has continuous contact with engineers from FHW A, local agencies, other states, the private sector and occasionally foreign governments regarding the Active Transportation data practices.

This position requires a high level of both written and verbal communications, as the incumbent works with executives, executive teams and Caltrans external partners. The incumbent must exhibit tact and diplomacy when addressing an audience, and effectively communicate with Caltrans' Districts, private organizations, government agencies, and transportation financing

agencies at the state, federal and local levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Some walking may be required. Must be able to work flexible hours, sometimes staying late or arriving early to complete an important assignment.

The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management. Must be able to make presentations, lead workshops, and serve on quality teams. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. Must deal effectively with pressure, maintain focus, and intensify yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT
Normally the employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The environment is fast-paced, demanding and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacation may be restricted during peak times.

The incumbent will be required to travel in state and possibly out-of-state.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE

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